
EXHIBIT B
DRAFT PROCEDURES AND REQUIREMENTS
Household Hazardous Waste Grant (14th Cycle) for FY 2005 – 2006

Copies of these Procedures and Requirements should be shared with BOTH the Finance Department AND the staff responsible for implementing the grant activities.

Introduction

The Household Hazardous Waste (HHW) Grant Program is administered through the California Integrated Waste Management Board (CIWMB). These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and close-out procedures, records and audit requirements.

This document is incorporated by reference, and attached to, the Grant Agreement.

All documents submitted must be printed double-sided on one hundred percent (100%) postconsumer recycled-content paper (this recycled-content requirement does not apply to photographic paper, which may be used for pages with full-color photographs).

Milestones

September 2005
(tentative date)
March 15, 2006

March 15, 2007

March 31, 2008
May 1, 2008

Grant Term Begins pending the Notice to Proceed
Progress Report Due* (covering Notice to Proceed to January 31, 2006)
Progress Report Due (covering February 1, 2006 to January 31, 2007)
Grant Term Ends
Final Report (summary of activity from Notice to Proceed and report from February 1, 2007 to March 31, 2008) and Payment Request Due
No extensions will be granted for submittal of final report and final payment request.

Failure to submit the final report and final Payment Request, with appropriate documentation, by May 1, 2008, may result in rejection of the Payment Request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

Questions?

All communication regarding this grant should be directed to your Grant Manager. To find the name and telephone number of your Grant

	<p>Manager, refer to www.ciwmb.ca.gov/HHW/Grants/Contacts.htm.</p> <p>You may also call the main office number at (916) 341-6457.</p>
Where to send Reports, Payment Requests, etc.	<p>Send your Reports, Payment Requests, and all other written correspondence to your Grant Manager's attention at:</p> <p>California Integrated Waste Management Board Special Waste Division Used Oil and HHW Branch – MS #21 P.O. Box 4025, 1001 "I" Street Sacramento, CA 95812-4025 Attn: (your Grant Manager's name)</p>
Eligible Costs	<p>All expenditures must be only for activities, products, and costs included in the approved Work Plan (Exhibit C) and approved Budget (Exhibit D), and must be incurred, and services provided and goods received, after receiving Notice to Proceed and before the end of the Grant Term. Any proposed revisions to the Work Plan and/or the Budget must be submitted and pre-approved in writing by the Grant Manager prior to Grantee incurring the proposed expenditures. The approval document should be retained by the Grantee for audit purposes.</p> <p>Costs must be reasonable, cost-effective, and focused on local needs as described in the application; The following are considered examples of eligible activities:</p> <ul style="list-style-type: none"> • Construction of Permanent Household Hazardous Waste Collection Facility (PHHWCF) including construction, equipment and service; • Costs, including materials, supplies, equipment and facilities must be related to the management of HHW; • Expenses that provide an opportunity for the collection of HHW that would not otherwise exist; • Set up and operation of temporary facilities for one-day or multi-day events; • Overhead or indirect costs up to ten percent (10%) justified by your jurisdiction's internal Cost Allocation Plan. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries not directly related to grant activities are examples of overhead and indirect costs; • Publicity and educational activities, particularly those that utilize community-based social marketing, that support HHW collection, recycling, and use of recycled products, and/or pollution prevention programs; and

- Sharps containers that provide disposal instructions. The containers must be collected at an established HHW collection facility in order for the grant funds to cover transportation and disposal costs. The cost of this portion of a program is not to exceed \$40,000, or _____ percent of the grant, whichever is lower. (????)

Ineligible Costs

Any costs not included in your approved budget, and not directly related to the approved grant project, are ineligible for reimbursement. If you have any questions regarding ineligible costs, contact your Grant Manager. Ineligible costs include, but are not limited to:

- Costs (claimed as either grant expenses or matching monies) incurred prior to the Notice to Proceed or after the grant term;
- Costs currently covered by another CIWMB loan, grant or contract;
- Purchasing or leasing of land or buildings;
- Costs to maintain an existing HHW program;
- Developing a permanent facility on non-government managed property;
- Purchasing or leasing of vehicles by non-governmental agencies;
- Overtime costs (except for local government staffing during specially scheduled evening or weekend events that have been pre-approved in writing by the Grant Manager, when law or labor contract requires overtime compensation) ;
- Management, handling, disposal, or treatment of radioactive, explosive or medical wastes, and other extremely hazardous waste;
- Pre-paid expenditures for future goods or services (salaries/wages, television or radio advertisements, etc.) delivered beyond the end of the grant term (Exemption: The Grant Manager may consider approving products purchased in full before the end of the Grant Term but delivered after the Grant Term if the delay is caused solely by the supplier, and not by the Grantee. The Grantee must request an exemption in writing and receive written pre-approval from the Grant Manager);
- Any food or beverages (e.g. as part of meetings, workshops, training, or events);
- Public education costs not directly tied to HHW collection;
- Profit or mark-up by the grantee;
- Any costs that are not consistent with local, state, and federal guidelines and regulations;
- Personnel costs incurred while an employee assigned to the grant project is not working on the grant (e.g., use of accrued time such as sick leave, vacation, etc.);
- Premiums or promotional items that contribute to the solid or hazardous waste stream;
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations;

- Promotional items or premiums that are not related to HHW or the target audience;
- Cell phones, pagers and Personal Digital Assistants;
- Development of school curricula;
- Movie theater screen advertising;
- Overhead in excess of 10%;
- Relocation expenses;
- Enforcement activities; and
- Remediation.

Recycled Content Requirements

Grantees are strongly encouraged to purchase products containing recycled-content material. Such products purchased with grant funds must be reported. At a minimum, Grantees must report the percentage of recycled-content material for products purchased in the product categories listed below. Grantees must use a separate Recycled-Content Product Certification (RCP) Form (CIWMB 74G) for **each supplier** and submit these forms with the **Final Progress Report**. The form can be found at CIWMB's website and accessed by either Microsoft Word or Adobe Acrobat: www.ciwmb.ca.gov/HHW/Forms/.

Purchases of the following products with grant funds must meet the specific percentages of recycled-content, as described on the RCP form.

Paper Products	Printing & Writing Paper	Plastic Products
Compost & Co-Compost	Glass Products	Lubricating Oils
Paint	Solvents	Steel Products
Tires	Tire-Derived Products	

Any exceptions to the above requirements must be pre-approved by your Grant Manager.

Recycled-content information for some commonly purchased Grant items may be found at:

www.ciwmb.ca.gov/UsedOil/Grants/Resources/Vendors/PromoProduct.doc More information regarding RCP vendors and contractors may be found at: www.ciwmb.ca.gov/RCP/ For information about CIWMB's *Buy Recycled Program*, visit: www.ciwmb.ca.gov/BuyRecycled/

Requirements for Publicity and Education Items

Materials or items purchased for publicity or educational purposes may be denied for reimbursement if they do not meet the requirements detailed in this section.

Premiums must be specifically tailored to the target audience, must be durable, and not likely to be disposed of in a short time, nor contribute to the waste stream or hazardous waste stream (e.g., any item containing batteries, mercury, etc.).

For all languages other than English, you must work with a certified translator or person fluent in reading and writing the language. A

description of the translator's qualifications, as well as an English version of the material(s), must be submitted with the final report.

For audit purposes, samples of all publicity and education (P&E) materials must be retained for three years AFTER the close of the Grant Term or a longer period of time if warranted to resolve any issues surrounding this Grant.

All items/materials, radio, television, etc., public service announcements or advertisements, as appropriate, must meet the recycled-content product content requirements as set forth in the Terms and Conditions and described in the RCP Form, and must include the following:

- 1) Acknowledgement of the CIWMB funding that reads "Funded by a Grant from the California Integrated Waste Management Board."¹ Use of the initials "CIWMB" is not sufficient. Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line, or if it would interfere with the message (pencils, magnets, etc.). All exceptions must be pre-approved in writing by your Grant Manager.
- 2) Specific information on HHW recycling/disposal rates.
- 3) A list of HHW collection locations or a 24-hour hotline number. When locations are listed, include the following language: "Call for hours of operation and types of materials accepted".
- 4) The slogan "Zero Waste-You Make It Happen!"

HHW-related graphics are available on the CIWMB's website at:

<http://www.ciwmb.ca.gov/UsedOil/graphics/HHWArt/>

For information on recycled-content products, see

www.ciwmb.ca.gov/BuyRecycled/StateAgency/Buying.

The following materials and items require written approval from your Grant Manager prior to incurring the expense. These items include:

1. Premiums, if the per item cost exceeds six dollars (\$6.00).
2. All television and video scripts.

For audit purposes, Grantees are required to retain samples of all P&E materials for three years AFTER the close of the Grant term, or a longer period of time if warranted to resolve any issues with this grant. (see Audit/Records Access Section in Terms and Conditions, Exhibit A).

Graphics



Written Pre-Approval
Required for
Select Publicity
and Education
Materials

Publicity & Education
Reporting Samples

¹ There are only two acceptable Spanish translations: "Financiado por una beca del California Integrated Waste Management Board" or "Patrocinado por fondos del California Integrated Waste Management Board." For other languages, you must work with a certified translator or person fluent in reading and writing that language.

Progress Reports:
Due: March 15, 2006
March 15, 2007

The Progress Report covers activities from receipt of the Notice to Proceed through January 31, 2006, and February 1, 2006 through January 31, 2007. The reports should include, at a minimum, the following:

1. The Grant number, Grantee's name, and reporting period.
2. A description of work completed, arranged as according to tasks and activities shown in your Work Plan. Include as an overall summary, or in each section, responses to the following questions as applicable:
 - a) What are the unique or new activities/technologies?
 - b) What were the successes (so far) in relation to goals and objectives?
 - c) What problems/challenges were discovered during implementation?
 - d) How were problems/challenges (if any) resolved during this reporting period?
 - e) What "best practices" might be shared with other jurisdictions?
3. A brief discussion of work to be conducted during the remainder of the grant term. If necessary, discuss any adjustments to the Work Plan resulting from your process evaluation.

Your Grant Manager must give written pre-approval for any changes to the Work Plan or Budget.

Final Progress Report:
Due May 1, 2008

The Final Progress Report covers activities from February 1, 2007 through March 31, 2008; additionally, summarizes the entire grant (approximately August 1, 2005 (or the date of your Notice to Proceed) through March 31, 2008), and includes:

1. The Grant number, Grantee's name, and Grant Term.
2. The following disclaimer statement:

"The statements and conclusions of this report are those of the Grantee and not necessarily those of the California Integrated Waste Management Board, its employees, or the State of California. The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."
3. Description of activities that were undertaken, continued, and completed during the reporting period. Activities must be arranged by the categories shown in your approved Work Plan.

4. Summary of results, as applicable to your Work Plan:

For Permanent and Temporary/Mobile Collection Facilities:

- a) Number of participants/households/vehicles at each facility during the grant term in comparison to previous year(s).
- b) Number and location of new collection sites established for marinas, agricultural sources, and underserved areas.
- c) Amount of HHW collected (in gallons for liquids and pounds for solids) in comparison to previous year(s).
- d) Amount of HHW collected (in gallons for liquids and pounds for solids) per person/household/vehicle during the grant term.
- e) Duration of operation during the Grant Term in comparison to previous year(s).
- f) Explanation as to why one facility may be more effective than the other.

For Residential Collection Programs:

- a) Number of curbside/door-to-door stops during the Grant Term, or number of households served by curbside collection (if numbers of stops are not tracked) during the grant term, as compared to previous year(s).
- b) Amount of HHW collected (in gallons for liquids and pounds for solids) as compared to previous year(s).
- c) Amount of HHW collected (in gallons for liquids and pounds for solids) per household during the grant term.

For Publicity and Education efforts. Compare each of the following to previous year(s) results:

- a) Description of target audience.
- b) Number of community events attended during the Grant Term and number of people stopping at your booth.
- c) Number of presentations conducted during the Grant Term and number of students, teachers, and other participants attending.
- d) Materials developed (e.g., door hangers, billboards, surveys) and number distributed (include distribution method) during the Grant Term.
- e) Total estimated number of people reached through publicity and education efforts.
- f) Explanation as to which events and/or publicity strategies were most effective in reaching the target audience/leading to the desired behavior change.
- g) Explanation as to which events and/or publicity strategies were least effective in reaching the target audience/leading to the

desired behavior change.

- h) Number and description of promotional activities that utilized Community-Based Social Marketing (CBSM). Number and description of promotional activities that utilized traditional Marketing Methods (if stated in proposal). Which were most and least effective in creating desired behavior change?
- ❖ Grantee may be requested to complete an outline of its CBSM approach if it is not fully documented in the proposal.

For Load Checking Programs:

- a) Frequency of inspections during Grant Term.
- b) Number of vehicles inspected through the program during scheduled operation during the Grant Term.
- c) Amount of HHW collected (in gallons for liquids and pounds for solids) during the Grant Term.
- d) Amount of HHW collected (in gallons for liquids and pounds for solids) per vehicle.

5. Evaluation of program outcome during the Grant Term.

- a) Did you see a decrease in illegal dumping incidents as compared to previous year(s)?
- b) Did the amount of HHW collected increase as compared to previous year(s)?
- c) What statistical tests or questionnaires were used to evaluate project effectiveness? (Include samples and related reports.)
- d) What were the successes in relation to goals and objectives?
- e) Did this project build upon “best practices” or previous projects from other jurisdictions? If yes, which ones and what changed in the design of your program?
- f) What problems/challenges emerged during implementation? How did you resolve them?
- g) What would you do differently if you had the program to design all over again?
- h) What “best practices” might be shared with other jurisdictions?

For more on evaluation, see www.ciwmb.ca.gov/UsedOil/EvalGuide/

Samples of Premiums and Printed Material

- a) A digital image of each premium item in a commonly accepted format, and all final printed publicity and education materials. The photographs of the premiums must show compliance with procedures (i.e. oil logo, “funded by grant from” phrase, “zero waste” phrase, etc. See “Requirements

for Publicity and Education Items” section for guidance.) More than one digital image may be submitted if needed to capture all required components or to accurately illustrate the item. *If compliance with procedures cannot be clearly captured in a photographic image, then an original copy of the premium item must be submitted.*

- b) A floppy disk or CD-rom that includes camera-ready graphic art files(s) used to create **each item** developed during the Grant Term.
 - c) Two photographs, from different angles, for large items such as equipment or structures.
 - d) A photograph of each event attended or conducted (if not previously submitted.)
6. **Samples of final Video and Radio Ads.** A final copy of each video or radio ad (if not previously submitted) in the appropriate media format (VHS format for videos and cassette tape or compact disc for radio ads).
7. Evidence of any work product identified in the scope of work, photographs and descriptions of equipment, structures, events, etc. that were produced, purchased or conducted (unless previously submitted).

A completed and signed **Recycled-Content Certification Form** (CIWMB 74G) for all items purchased with Grant Funds. See www.ciwmb.ca.gov/HHW/Forms for the CIWMB 74G form.

The Grant Manager shall authorize payment upon approval of a complete and accurate Payment Request and, where applicable, approval of all required reports.

Forms for a Payment Request

All forms can be downloaded from the California Integrated Waste Management Board's (CIWMB) website at www.ciwmb.ca.gov/HHW/Forms/, or contact your Grant Manager.

Required Documents and Format for Payment Request

A complete Payment Request must include the following items in the order listed.

- 1. **Payment Request Form** (CIWMB 87) – This form must be signed by the individual authorized by the resolution. Please remember to type or print the individual's name and title below the signature.
- 2. **Expenditure Itemization Summary** (CIWMB 667) - All expenditures must be itemized and arranged by the Reporting and Expenditure Categories for your Grant as it was approved.

Ten Percent Withhold

Ten percent (10%) will be withheld from each Payment Request and paid at the end of the Grant Term, when all reports and conditions stipulated in the Grant Agreement have been satisfactorily completed.

Supporting Documentation – Documentation for all expenditures claimed on the Payment Request should be retained for a minimum of three years after the close of the Grant Term for audit purposes, or for a longer period of time if warranted to resolve any issues with this Grant. (see Audit/Records Access in Terms and Conditions, Exhibit A) Types of acceptable documentation include:

- a) **Invoices.** Invoices must include the name of the vendor, vendor's telephone number and address, description of goods or services purchased, amount due, and date.
- b) **Receipts.** Receipts should include the same information as invoices (see above).
- c) **Purchase orders with proof of payment.** Purchase orders should include the same information as invoices and receipts, and must be accompanied by proof of payment (e.g., copies of cancelled checks).
- d) **Personnel Expenditure Summary Form.** Document personnel expenditures based on actual time spent on grant related activities (these forms are not required if you have an alternate time reporting method pre-approved by your Grant Manager). This form can be found at CIWMB's website: www.ciwmb.ca.gov/Grants/Forms/Expend.doc.
- e) **Travel Expense Form.** Document costs related to travel and include supporting documentation. This form can be found at CIWMB's website: www.ciwmb.ca.gov/Grants/Forms/travel.xls.

Services Rendered

Goods and services must be paid for and received within the period from the Notice to Proceed to the end of the term of the Grant Agreement (Notice to Proceed – March 31, 2008). Proof of delivery is required.

Exceptions and Audit Considerations

Exceptions to the provisions of the Grant Agreement may be considered on a case-by-case basis.

Requests must be submitted in writing, and pre-approved in writing, by your Grant Manager. The Grantee is responsible for retaining documentation of any exceptions to the Grant Agreement for audit purposes.

This Grant is subject to audit for at least three years after the close of the Grant Term, or for a longer period of time if warranted to resolve any issues with this Grant. (See Audit/Records Access in Terms and Conditions, Exhibit A) Documentation and a clear audit trail are essential to grant management.

Examples of audit documentation include, but are not limited to, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with Grant funds, invoices and/or canceled checks. See the Terms and Conditions for more information.

Overhead and Indirect Costs

Overhead and indirect costs can be claimed by Grantees. The following guidelines must be used when claiming these costs:

- The total cost of overhead and indirect cost charged to the grant shall not exceed ten percent (10%) of the grant funds expended. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of overhead and indirect costs. All overhead and indirect costs charged to the grant must be associated with grant activities as shown in the approved Budget.

If you are uncertain whether a given cost is considered an overhead/indirect cost by the CIWMB, contact your Grant Manager.

- Direct costs charged directly to the grant shall not be included in the overhead/indirect cost formula.
- Supervision performed by Managers and Supervisors can be included in the overhead/indirect cost formula; and therefore, will not be a direct charge to the grant. On the other hand, if a Manager or Supervisor performs an activity that is directly related to the execution of the grant (not supervision), costs associated with this activity may be included as a direct charge. Any such activity must be clearly supported by appropriate documentation and shall not be charged to the grant as overhead or indirect cost.
- The Grantees must maintain organized and accurate records that follow generally accepted accounting principles and leave an audit trail. The Grantee must provide access to all documents related to the grant program and fiscal operation of the grant program as deemed

necessary by the CIWMB.

- The Grantees must have on file an internally approved Cost Allocation Plan which specifically documents how the cost amount was established and how it is supported by formal accounting records to substantiate the charges. The Cost Allocation Plan must be approved by an appropriate Supervisor/Manager in your agency. The Cost Allocation Plan must identify program elements included in the overhead/indirect cost calculation. See the sample “Cost Allocation Plan” calculation below:

Total department indirect cost divided by total department direct cost base equals indirect cost rate.